

Part II Chapter 34 Late Delivery of Ordered Materials

- A. Requirements.** This procedure must be used by agencies when materials are not received on or before the delivery date indicated in the contract or order and is the final result of a purchase from a DGS statewide requirements contract.
- B. General.** Agencies are responsible for holding suppliers to delivery schedules and for contacting suppliers for an initial resolution of delivery problems. This procedure must be used only when a supplier fails to provide a satisfactory response to a follow-up.
- C. Procedures.**
 - 1. Agency.**
 - a.** Contacts supplier for explanation of late delivery.
 - b.** If the supplier fails to give satisfactory delivery, the agency shall issue a memorandum to the DGS commodity specialist administering the statewide requirements contract. The memorandum must include the facts of the supplier default and request corrective action. This memorandum must include the purchase order number, supplier name, vendor number, and item description.
 - 2. Department of General Services.**
 - a.** Reviews the information provided by the agency and contacts the supplier for any additional information.
 - b.** Takes appropriate corrective action, which may range from cancellation of the order to execution of a surcharge against the defaulting supplier, depending on the seriousness of the situation.
 - c.** Notifies the agency and the supplier, in writing, of the action being taken.